

Modi Properties & Inv. Pvt. Ltd - Site Audit Report by G.Balakrishna

Company:		Vista Homes	Date of site visit:	03.03.2020
Site:		Vista Homes	Approved by:	Praveen. B ,
Visited & prepared by:		G Balakrishna	Sing	
Sl No	Description		Remarks	
1.	Requisition files.			
	1. Pending requisition file.		Yes	
	2. No of pending requisition in file.		27 No's	
	3. No of requisitions not attached with PO's/Wo's.		01 No's (Req No 99470)	
	4. No of Requisition not signed by PM.		Nil	
	5. No of requisitions more than one month in pending file.		02 No's (Req No 99247, 99108)	
	6. No requisition where material received but not updated.		Nil	
2.	Completed requisition file.			
	1. No of requisitions not updated with inward no's and date's.		Nil	
3.	Remarks on site report			
	1. No of weekly reports not signed by PM		Nil	
4.	Bills & Dc's registers			
	1. Are Bills /Dcs inward & outward register being properly maintain		Yes	
	2. No of Bill's/Dc's that were not sent to Ho within two working days.		Nil	
5.	Monthly maintenance charges			
	1. Is monthly maintenance reports maintaining properly at site		Yesq	
	2. Admin to provide list of MMC arrears from DB.		Yes	
	3. Is MMC log book maintain at site?		Yes	
	4. No. of active pages in MMC collection log book.		60 Pgs	
	5. No. of units with arrears of more than 2 months MMC.		60 No's	
	6. Is MMC arrears notice list sent to CR??		Sent on dt 15.02.2020	
	7. Is MMC logbook scanned copies sent to report-audit on monthly basis.		Sent on 04.03.2020	
	8. MMC updated database report is sent to accounts?		Sent on 27.02.2020	
Complaints:Nil				
Suggestions :As per MD instruction the falling requisitions no's 99247,99108 more than one month can be canceled and raise a new requisition				